

BROOKLYN VILLAGE BOARD MEETING MINUTES

May 23, 2016

The May 23, 2016 Village Board meeting of the Village of Brooklyn was called to order at 6:30 p.m at the Village Hall by President Pat Hawkey. Trustees present were Heather Kirkpatrick, Bruce Crubaugh, Russell Cazier and Kyle Smith. Trustee Todd Klahn arrived at 6:45 p.m. Trustee McCallum was absent. Public Works Superintendent Mark Langer, Police Chief Harry Barger, Deputy Clerk-Treasurer Linda Kuhlman and Zoning Administrator Rob Roth were also present. All stood for the Pledge of Allegiance.

Smith made a motion to approve minutes of May 9, 2016 and May 16, 2016. Mark Langer questioned the wording in the May 9, 2016 minutes of the sentence, "There is with a five-year warranty on workmanship," and suggested taking out "with." Smith made a motion to approve both minutes with the change. Crubaugh seconded. Kirkpatrick stated she was not present for May 16 meeting and asked to approve separately. Smith made a motion to approve the May 9, 2016 minutes. Crubaugh seconded. Motion carried. Smith made a motion to approve the minutes of May 16, 2016. Crubaugh seconded. Vote taken. Kirkpatrick & Cazier abstained. Motion failed for lack of quorum. Hawkey made a motion to postpone the approval of the May 16, 2016 minutes. Smith seconded. Motion carried.

President Hawkey announced that Madison Magazine had an article about biking through Brooklyn. Copies were handed out to all trustees. Hawkey asked if trustees wanted the article on the website. Kirkpatrick suggested putting it on the website and other social media channels. Upcoming Memorial weekend has the All Wheels Show on Saturday and the Veterans Memorial Dedication on Sunday, May 29 at 2 p.m. The offer for the position of deputy clerk-treasurer was accepted, and Hawkey asked Chief Barger to do a background check.

Deputy Clerk Kuhlman reported that she received a scholarship to the 2016 UW-Green Bay Clerks Institute. It is a full 1st Year Tuition Scholarship for \$469 given by the Wisconsin Municipal Clerks Association.

PUBLIC WORKS – Repairs at Legion Park - Hawkey said the list received from Langer will be given to the Recreation Committee. Langer reported that he sent the list to Stacey Hardy, chairman of the Recreation Committee. Langer reported the safety hazards have been removed. Some of the skate park items were in real tough shape and were removed and brought to Public Works, if anyone wants to work on fixing them. Some will have to be thrown out. Hawkey will send the information to Recreation for discussion and it will come back to the board. Langer explained the CMAR report is an annual report to check on maintenance and grade what's been done. Resolution is to state that the report was done. Kuhlman reported that the village received an F on the financial part of the report and the board will have to make a decision on raising rates. **Hawkey made a motion to accept the CMAR and pass Resolution of the Village Board of the Village of Brooklyn Resolution 2016-04, Compliance Maintenance Resolution, Report Year 2015.** Kirkpatrick seconded. Smith asked about the D also and Langer reported that was on the phosphorus issue. Kirkpatrick asked if the "rate structure will be analyzed to allow for debt ratio coverage to be in compliance, " is something that will be looked at in the future. Hawkey stated the debt ratio will be looked at after the audit is finished and the board has already let residents know there will be a raise in rates due to the phosphorus issue.

Green County Street work is an estimate of work. Painting is being done of the white and yellow lines. They are doing a good job and Public Works helps so it keeps the cost down. Next major project is North Rutland Avenue, which is planned for chip seal from Church Street to north village limits. Additionally, they will do Railroad Street, S. First Street and N. First Street with some milling and blacktop along curbs at N. First Street and chip seal at this price and still be under budget. There's \$38,606 left in the budget for this project. Hawkey asked if anything was removed from list. Langer stated they lowered the dollar amount and it comes in with whatever streets can be done. Hawkey stated she would like Public Works to review list of streets needing work and it will be looked at again after audit report is reviewed. Market Street & S. Kerch Street need utility work. Railroad Street - replacing busted sidewalk. Village will tear out, remove, and dispose and they'll pour, two sections totaling 36 feet. **Hawkey made a motion to approve Green County Street work not to exceed \$33,000.** Klahn seconded. Motion carried. Public Works had a lot more complaints last year on chip sealing than year before but none since the most recent street sweeping.

Hawkey made a motion to approve Village Board minutes of 5-16-16. Smith seconded. Motion carried, Kirkpatrick and Cazier abstained.

SAFETY: Employee Hiring Policy - Hawkey reported that Chief Barger filled in information in red and changed Safety Committee to Village Trustees. Chief Barger also added two appendices. Kirkpatrick stated 4C should be Board not Safety Committee. **Hawkey made a motion to approve the Employee Hiring Policy with the change to 4C stating Village Board.** Cazier seconded. Motion carried.

Hawkey stated she is changing agenda to move up the approval of Greg Stahl's plans in the business park since Zoning Administrator Rob Roth is present. Planning & Zoning Commission made a recommendation to Village Board to approve the plans contingent on submitting landscaping plan and signing plan. The parking plan is okay. Roth spoke to Stahl about the drainage issue, and Stahl mentioned an external dust collection system. Motion from Planning & Zoning was to approve. Rob Roth stated he's been communicating with Stahl and will forward him the Village drainage plans. Roth suggested that he needs the grading plan and drainage before issuing zoning permit, but the landscaping, lighting, signage and dust collection screening can wait. Kirkpatrick asked if there is a drainage plan for under construction and after. Roth said no at the moment but is asking for additional details prior to issuing zoning permit, and building inspector will get erosion control plan before issuing permit. **Hawkey made a motion to approve the Greg Stahl plans for Brooklyn Business Park** contingent upon submittal and approval of erosion control, grading plan and drainage plan before permit is issued, and within three months of issuance of building permit Village needs a landscaping plan, lighting plan, signage permit plan and a possible screening plan for dust collection. Smith seconded. Motion carried.

FINANCE – monthly balance sheets were handed out to trustees. Discussion on invoice to Village of Belleville for Municipal Court clerk's hours. Smith made a motion to approve bills and remove \$296.72 from the Village of Belleville Municipal Court invoice, making it a payment of \$1,227.46. Klahn seconded. Kirkpatrick asked if in making this motion, in the grander scheme with a neighboring municipality, if \$300 is worth going to war. Klahn, Smith and Crubaugh agreed the hours need to be questioned. Smith amended his motion to include with an explanation for May salary. Discussion was held on what the salary was for the court clerk for May and why. Klahn wants an explanation for the work in May. Smith amended his **motion to approve paying the bills minus the Village of Belleville Municipal Court invoice.** Todd seconded. Motion carried. Hawkey directed the clerk's office to notify

the Village of Belleville that the Board wants an explanation of invoice received on May 5th regarding May salary because contract ended April 30.

NEW BUSINESS: Hawkey made a motion to give Deputy Clerk Hiring Review Committee \$25 gift certificates to Angelo's for doing the hiring for deputy clerk-treasurer position, including employees who assisted. Crubaugh seconded. Motion carried, Smith abstained. Purchase of new voting booths was discussed. Kirkpatrick asked how many there are now. There are four. **Hawkey made a motion to approve the cost for two new voting booths for elections.** Kirkpatrick seconded. Motion carried.

UNFINISHED BUSINESS: Hawkey made a motion to postpone the archival of emails until Board is given proposal in writing. Klahn seconded. Motion carried. Special Events Policy and Application - had the application that All Wheels Show filled out and there is confusion about the event. **Smith made a motion to get rid of Special Event Policy/Application.** Discussion was about whether to drop it or just rewrite it. Chief Barger stated he started this policy and most communities have an application because Public Works and the Police need notification and it needs to be communicated what needs to get done. Without the policy and application, how will anything get done. Hawkey seconded motion. Hawkey stated it's not working the way it is right now and it's not meeting the needs of anyone. Agrees need to do something but this one is not doing what needs to be done. Smith suggested working with the groups involved. Barger stated that was already done. Kirkpatrick stated she's heard it's hurt communication and damaged relationships between Village and event holders; the implementation is not good. She suggested starting over with the good pieces and reassess and asked for the time frame. Hawkey stated she will take the previous information for Labor Day, figure out what actions need to be taken and work with Chief Barger and give the information to the person in charge. Crubaugh suggested revisiting policy and application by the end of the year to have in place by February or March 2017. Motion carried, Kirkpatrick opposed unless there's a time frame added to revisit policy/application. **Fire/EMS** – trustees were given minutes from fire meeting and agenda for May 25 District Board meeting at 6:30. Hawkey stated they'll be going through the agreement. So far everything the Village has asked for was stricken. They're going page by page through the contract with a 4 out of 5 vote. Hawkey opposed every page. They will finish on Wednesday night according to agenda.

Planning & Zoning – recommended to not approve new location for Chamber of Commerce Welcome sign and leave it as previously approved by Planning & Zoning and Village Board. **Hawkey made motion to leave sign where it was previously approved.** Kirkpatrick seconded. Discussion was about the uncertainty of what businesses will be going into business park and what their signage will be, so do not want to put sign there. Motion carried.

EDC – Kirkpatrick reported on the recent GCDC dinner. She spoke with Mike about having training and don't know if able to do it this year; it's a good idea in principle but not able to do it this year. The GCDC has strong support for our business park and the work that's been done. He will continue to send people as he hears. GCDC has paid for itself and then some. Hawkey stated meetings are held monthly and Deputy Clerk Kuhlman is attending. Kirkpatrick stated the GCDC incubator building is still looking to get financing and grants but the money is out there for it.

Hawkey made a motion to adjourn. Klahn seconded. Motion carried.

Adjourned at 7:40 p.m.

Linda Kuhlman, Deputy Clerk-Treasurer